

SIS

Retention Policy

Current Contracts

As long as in effect

**SIS Data on Pay Register
Retail Account Coverage
Brand Distribution**

*Maintained in Historical
Reporting (SIS)*

Signed Preliminary Pay Register - Merchandising

1 year plus current

Variance Report - Vending & Merchandising

1 year plus current

Signed Final Pay Register - Vending & Merchandising

1 year plus current

7101's - w/ Tax Information & Merchandising Payment changes

1 year plus current

Cancelled contracts for Shelf & Counter Display Plans

3 years plus current

Additional SIS Reports

Manager's discretion

2 months